



2009																					
December						January						February									
1	2	3	4	5	6							1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31	25	26	27	28	29	30	31											

DECEMBER

Monday, December 1

- ❖ Spring Past Due Account Appeals (PDA) begin for Spring 2009
- ❖ January apartment rent posts to Aries during nightly production

Thursday, December 4

- ❖ Last night for automated refunds. Refunds beginning tomorrow will be manual.

Friday, December 5

- ❖ Spring 2009 Room & Board charges are viewable on Aries
- ❖ Tuition, Fees, and COF stipends for Spring 2009 will be assessed tonight in Aries and will be effective on 12-08-08.
- ❖ Beginning tonight, Fall 08 aid will be manually refunded to exclude spring charges, causing a six business day direct deposit timeline.

Monday, December 8

- ❖ Spring 09 transactions viewable to students on RAMweb
- ❖ Spring 09 registration charges will be viewable on Aries A/R Forms*
- ❖ Spring 09 aid authorized on Aries A/R Forms*, effective 1/10/09
- ❖ Spring 09 COF stipend viewable and effective on Aries A/R Forms*
- ❖ Online assessment for Spring 09 is turned on
- ❖ Note added to RAMweb Billing Information explaining financial aid credits, refund timeline, and direct deposit sign-up
- ❖ Spring Enrollment Deposits will release beginning tonight. They will continue nightly through Census (February 4).

Wednesday, December 10

- ❖ December due date
- ❖ ACH pre-note file to bank – direct deposit account number confirmation.

Friday, December 12

- ❖ Late payment charges and FR/FT holds placed tonight for those who have not paid their minimum amount due for the December due date. Authorized aid is not valued when calculating late payment charges but is used for calculation that places holds.
- ❖ Last day for fall standard Short Term Loans. Charges will be due 1-12-09
- ❖ Last day that uploaded transactions will default to FA08 term code in Aries. Beyond this date, all unspecified terms on transactions will default to SP09, including payments.

Monday, December 15

- ❖ December statement compile.
- ❖ First installment plan will run, splitting qualified charges into three equal installments. The first installment will be due on 1-12-09 along with 100% of non-qualified charges. This installment will act as a payment against the minimum amount that was due in December. Holds will be removed, but FT holds will be replaced the morning of 12-16. FR holds will not be replaced. A new minimum amount due for January is calculated tonight.

Wednesday, December 17

- ❖ Statements to mail service.

Friday, December 19

- ❖ CSU and Bank holidays coming – Fall aid disbursed tonight will be in bank accounts on December 29.

Monday, December 22

- ❖ Fall aid disbursed tonight will be in bank accounts on January 2.

Tuesday, December 23

- ❖ Fall aid disbursed tonight will be in bank accounts on January 5.

Wednesday – Friday, December 24, 25, 26

- ❖ CSU Closed – no production schedules

Monday, December 29

- ❖ Fall aid disbursed tonight will be in bank accounts on January 6.

Tuesday, December 30

- ❖ Fall aid disbursed tonight will be in bank accounts on January 8. Last fall disbursement that will be refunded and not applied to spring charges.

Wednesday, December 31

- ❖ Fall aid disbursed beginning tonight will be applied to Spring 09 charges.

JANUARY

Thursday, January 1 and Friday, January 2

- ❖ CSU Closed – no production schedules

Monday, January 5

- ❖ No refunds will be processed this week. Credit balances will apply to spring charges since they are due next week.
- ❖ February apartment rent posts to Aries during nightly production

Monday, January 12

- ❖ First due date of Spring 2009. Fall 08 STL are due today.
- ❖ Bookstore, health insurance, and other charges post to accounts, prior to refunds
- ❖ Spring financial aid appears on Aries A/R. No more authorized aid for the term.
- ❖ First spring direct deposit refunds are processed tonight (Day 2). This will not include Continuing Education or Employee refunds.

*A/R forms include TWAACCT, TSAAREV, TSICSRV



2009																				
January							February							March						
			1	2	3		1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

Tuesday, January 13

- ❖ Day 3 for spring direct deposit refunds
- ❖ Bank holiday coming, add one day to refund timeline with aid that is disbursed tonight. 5 day refund timeline resumes with aid that is disbursed on 1-20-09.
- ❖ Employees with credit balances will start being reviewed for financial aid refunds with a one-day delay.
- ❖ Review of CE credit balances will begin. These are refunded when approval from SFS Operations and CE are both confirmed.

Wednesday, January 14

- ❖ Day 4 for spring direct deposit refunds
- ❖ Late payment charges apply for those who have not paid their minimum amount due for January due date. No new holds are placed in January, but prior holds remain.
- ❖ Start submitting Spring 2009 PLUS loans to Accounts Payable for parent refunds. Estimated check date is 1-28-09.
- ❖ Last day, prior to midnight, to update MA address for mailed refund check.
- ❖ First day to accept Spring 2009 Modified Short Term Loan applications.

Thursday, January 15

- ❖ Day 5 for spring direct deposit refunds. Money should be in personal bank accounts today. Have student confirm with their banks prior to spending.
- ❖ First Spring 2009 refund checks are processed in tonight's schedule.
- ❖ January statement compile. Second 1/3 of charges from December, along with 1/2 of net positive registration/housing/insurance adjustments since last statement + 100% of all other charges are due 2-10-09.

Friday, January 16

- ❖ First Spring 2009 refund checks are printed and delivered to mail service

Monday, January 19

- ❖ **Federal and State Holiday – banks, USPS, and CSU closed**

Tuesday, January 20

- ❖ First day of Spring 2009 class
- ❖ Statements are delivered to Mail Service
- ❖ First Spring 2009 refund checks begin arriving in mailboxes

Monday, January 26

- ❖ First day for stop payment processing on Spring 2009 checks

FEBRUARY

Monday, February 2

- ❖ First day for Spring 2009 Standard Short Term Loans. Last date is 5-8-09. Charges will be due 6-10-09.

Wednesday, February 4

- ❖ Spring 2009 Census

Tuesday, February 10

- ❖ Second due date of Spring 2009
- ❖ Bank holiday coming, add one day to refund timeline beginning with aid that is disbursed tonight. Normal refund timelines resume with aid that is disbursed on Friday night, 2-13-09.

Wednesday, February 11

- ❖ Enrollment Deposit Forfeiture charges post tonight.

Thursday, February 12

- ❖ Late payment charges apply and FT holds are placed tonight for those who have not paid their minimum amount due for the February due date. No new FR holds will be placed.
- ❖ Direct deposit and check refunds are processed tonight for part-time students who did not previously self-identify. (Day 2 of 6-day direct deposit refund process due to bank holiday on 2-16)
- ❖ Enrollment Deposit Released for those accounts receiving forfeit charges.

Friday, February 13

- ❖ February statement compile. Remaining Spring 2009 charges are due 3-10-09.
- ❖ Day 3 of 6 for part-time refunds

Monday, February 16

- ❖ **Federal holiday – banks and post offices closed**
- ❖ Day 4 of 6 for part-time refunds

Tuesday, February 17

- ❖ Day 5 of 6 for part-time refunds

Wednesday, February 18

- ❖ Day 6 of 6 for part-time refunds. Money should be in bank accounts. Have student confirm with their banks prior to spending.

Thursday, February 19

- ❖ First part-time Spring 2009 refund checks are processed in tonight's schedule.

Friday, February 20

- ❖ First part-time Spring 2009 refund checks are printed and delivered to mail service.

SPRING 2009 STUDENT ACCOUNT ACTIVITY OVERVIEW



2009																													
March							April							May															
1	2	3	4	5	6	7	1	2	3	4							1	2											
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9									
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16									
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23									
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30															

MARCH

Monday, March 2

- ❖ Beginning this week, an alert will display on RAMweb for students who could potentially have a registration hold placed on 3-24-09. Message will display for six weeks.

Tuesday, March 10

- ❖ Third due date of Spring 2009. All previously billed charges are due.

Thursday, March 12

- ❖ Late payment charges apply and FT holds are placed tonight for those who have not paid their minimum amount due for the March due date. No new FR holds will be placed.

Friday, March 13

- ❖ March statement compile.

Monday, March 23

- ❖ "W" Drop date for spring semester.

Tuesday, March 24

- ❖ FR holds are placed on accounts with a past due balance greater than \$66.66. Students will not be able to register for fall semester until the hold is resolved.
- ❖ Registration for Summer 09 opens.

APRIL

Monday, April 6

- ❖ Registration opens for fall semester – grad students

Tuesday, April 7

- ❖ Registration opens for fall semester – seniors

Friday, April 10

- ❖ Registration opens for fall semester – juniors
- ❖ April due date

Wednesday, April 15

- ❖ April statement compile

Friday, April 17

- ❖ Registration opens for fall semester – sophomores

Friday, April 24

- ❖ Registration opens for fall semester – freshmen

MAY

Monday, May 4

- ❖ Registration opens for fall semester – new students

Friday, May 8

- ❖ Last day for Spring 09 short term loan applications
- ❖ Last day of Spring 09 classes

Monday, May 11

- ❖ May due date

Wednesday, May 13

- ❖ Late payment charges apply and FT/FR holds are placed tonight for those who have not paid their minimum amount due for the May due date.
- ❖ Spring 09 short term loan charges post by today

Friday, May 15

- ❖ May statement compile, which includes charges for Summer 09.